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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer

DATE: 8 April 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 14
30 March - 5 April 1955

I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. Assistance to Covert training - [] are conducting a two and one-half day instructional techniques course for three trainees for the AC/OS/TR. 25X1

2. Assistance to TSS - [] is assisting the instructors of the Photography Courses, Training Division, TSS with the compilation and writing of instruction sheets for each lesson of the several courses. 25X1

25X1 3. Training of FE Personnel - The Audio Aids Section is continuing its instruction of [] in the operation and maintenance of projection and sound recording and reproducing equipment. Particular attention is being given to equipment used by [] and its field distribution procedures. The Visual Aids Section began the training of [] 25X1
25X1 [] who will become a field training aids officer. His program will extend for thirty days. 25X1

25X1 4. Construction of [] attended a meeting in the Comptroller's Office to discuss the construction plans of [] with representatives of the Bureau of the Budget. No questions were asked of the OTR representatives. 25X1

5. Research -

25X1 a. Information on [] - At the request of [] 25X1
[] 1,100 pages of [] 25X1
were secured with other data on the city, and [] was put in contact with a research unit in TSS which will prepare a comprehensive study and compilation of documents on control measures used in a limited area of [] These will be used as instructional materials in the basic problems used in the RO. 25X1

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- 2 -

6. Items of Current and Administrative Interest -

a. Members of ISB enrolled in current BOC are:

and

25X1

7. Attendance at Foreign Language Films -

<u>Date</u>	<u>Language</u>	<u>Attendance</u>
3/30/55	Portuguese	<input type="text"/>
3/31/55	Russian	
4/5/55	French	

25X1

8. Films for

- a. Three retention films due
- b. Eighteen films due
- c. Five loan films sent

9. Training Aids Completed -

- a. Artwork on Course Schedules for TR-CC-100-1, 101-1 and 200-1.
- b. Design and layout of 4 statistical charts for P&PS/TR.
- c. Office of Personnel - 4 graph, briefing charts.
- d. Renovation and mounting of pictures for DTR's office.
- e. Office of Security - 1 briefing chart.

10. Catalog of Courses - Revisions, 1 May 1955, for Headquarters issues have been delivered to Chief, Printing and Reproduction. Typing of 43 plates will be completed in that office; final approval of copy will be required. Revisions to 200-1, presently with CI Staff; after this approval, pages will be delivered to Printing and Reproduction for full processing; several late changes in the schedules have necessitated re-doing of the artwork.

25X1

11. - 3 of 4 volumes have been reproduced and collated.

12. Film, - No further information on the cast; have accepted names of additional candidates for tryouts; will defer tryouts until further word on administrative matters from FPB/SS.

13. Lesson Plans received this week - 15 from CPW

14. Overseas requests received this week: 5

25X1

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